

Notes to Interviewer

1. Do not hand this to the person to be interviewed to have them fill out. As the interviewer, it is your task to make notes as you interview the person.
2. Have the person interviewed (whether the target or a witness) review front side and all attachments thoroughly before having them sign. If you wish to make notes on a separate sheet and then legibly fill out this form later, that's fine. This is the document for the person interviewed to review and sign.
3. Make sure to get the basics (who, where, when).
4. Ask leading questions if necessary to get all necessary details known. For instance, when interviewing the target, ask the following questions:
 - a. Have the actions against you made you fear for your safety? How? Where (just at school? Home? Both?)?
 - b. Have the actions against you made you fear that harm would come to any of your personal property? How?
 - c. Has your health – physical, emotional, mental – been affected? How? (seen by a doctor? Missing school?)
 - d. Have your academics been affected? How? (increase in tardies/absences? Grades going down? Missed assignments?)
 - e. Have you quit any extracurricular activities?
 - f. Have you changed any of your usual routine at school? (using different hallway, skipping lunch in lunchroom or using different lunch period, taking different route to school, etc.)
 - g. Why do you think this happened to you (or to the target)?
5. Keep a copy of this signed form in your investigations file.